



**Mayor's Neighborhood Summit**  
**QUILTING OUR**  
**NEW COMMUNITY**  
**LOUISVILLE NEIGHBORHOODS COMING TOGETHER**



**InfoFair Information and Reservation**

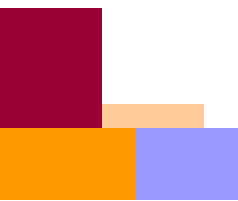
**3<sup>rd</sup> Annual Mayor's Neighborhood Summit**  
**Saturday, November 12, 2005**  
**7:30 a.m. – 3:00 p.m.**  
**Clarion Hotel and Conference Center**  
**9700 Bluegrass Parkway**



- Do you supply a product or service that neighborhood and community leaders need to know about and use?
- Do you have a product or service that could improve a neighborhood?
- Do you offer services or programs that could benefit a neighborhood association or community group?
- Do you need to extend your marketing efforts to the grass roots level?

***Make a decision today to present your company, event venue or products to neighborhood and community leaders in the area.***

**Over 450 neighborhood and community leaders will gather for the 3<sup>rd</sup> Annual Mayor's Neighborhood Conference on Saturday, November 12<sup>th</sup>. This is a great opportunity for you to get your products and services before energetic, respected, grassroots opinion leaders.**



### InfoFair Times

Delegates will be visiting the InfoFair throughout the whole day of the Mayor's Neighborhood Summit, but two specific general session times will be set aside for the entire conference delegation:

7:30 – 9:00 a.m.	Registration, Networking, Continental Breakfast and Opening General Session <b>InfoFair Opens</b>
12:45 – 3:00 pm	Lunch, General Session and Mayor's Community Conversation- Neighborhood Style!



### Booth Furnishings & Location

InfoFair participants may reserve a whole 6-foot table or a ½ table. Tables will be draped and skirted. Booths are assigned on a “first come-first served” basis after full payment is received.

### Signage

All companies and organizations who reserve their tables by Friday, October 28 will have a conference prepared sign for their table. After October 28, please be prepared to bring your own signage.

### Audio Visual/Electricity

The Convention Connection will work with the Clarion Hotel & Conference Center and your requested needs. Special need items are not furnished by the InfoFair and any charges related to any special requests will be billed directly to the corporation or company.

### Exhibitor Badges

All InfoFair reservations will receive an exhibitor badge.

Not-for-Profit Reservations exhibitor badges are for the InfoFair only and do not admit the exhibitor to the conference or meal functions. To enjoy all conference activities, please register for the conference. Corporation Reservations exhibitor badges will get you into all conference activities.

### Share Table

There is no charge for any not-for-profit organization to place items on the “Share Table”. Items must be delivered to the Clarion Hotel on Friday, November 11 during the “load-in” times. All for-profit companies/corporations must be conference sponsors to place items on the share table.

### Reservation Form

Please fill out an InfoFair Table Reservation form to reserve your space at the Summit. Exhibitor space must be paid in full before event date.

### Deadline

In order to prepare your table sign and print your organization name in the Summit Program, reservation form must be received no later than **FRIDAY, OCTOBER 28** to ensure that all benefits are received. Reservations will be accepted after the deadline, but all benefits cannot be guaranteed.

### Move In Procedures

Mayor's Neighborhood Summit move-in date is Friday, November 11 from 1:00 pm – 8:00 pm.

### Door Prize

Every exhibitor is encouraged to donate a door prize. This is a great way to promote your business or organization to the Mayor's Neighborhood Summit delegates. Please fill out the Door Prize Item form and mail or fax it back to The Convention Connection.

### Questions - Conference Manager

If you have any questions about the InfoFair, please contact the conference manager:

#### **The Convention Connection**

8215 Shelbyville Road

Louisville, KY 40222

Roberta Steutermann or Julie Rakowski

(502)394-9930

(502)394-9931 FAX

[Steutermann\\_cc@bellsouth.net](mailto:Steutermann_cc@bellsouth.net)

[Rakowski\\_cc@bellsouth.net](mailto:Rakowski_cc@bellsouth.net)

***\* IMPORTANT: All not-for-profit and corporate InfoFair Booth Registrations agree to abide by the following terms and conditions.***

## **Terms and Conditions**

### 1. EXHIBIT DEFINITIONS/REQUIREMENTS

**Booth** – the “booth” is a 6-foot draped table. Props, signs or decorations within a booth shall not exceed 8' in height. All display fixtures over 4' in height must be confined to the back 5' of the space.

### 2. BOOTH EQUIPMENT

All other booth equipment (chairs, electrical outlets, decorations, etc.) will be available for rent through the show decorator and/or the Clarion Hotel and Conference Center. Any exhibit covering must have the approval of the Fire Marshal.

### 3. MOVE-IN/MOVE-OUT

Move-In hours: Friday, November 11 from 1:00 p.m. -8:00 p.m.

Move-Out hours: Saturday, November 12 by 3:00 p.m.

Arrangements must be made in advance with Show Management for move-out after this time.

### 4. EXHIBIT INSTALLATION/REMOVAL

**All exhibits must be in place and ready no later than 7:00 a.m. on Saturday, November 12**

unless written permission is obtained by Show Management (394-9930). All exhibits must remain in place until the official close of show at 3:00 p.m. on Saturday, November 12 or exhibitor loses early registration option for the 2006 Mayor's Neighborhood Summit. All exhibits must be removed from the exhibit hall by 3:30 p.m. on Saturday, November 12 unless other permission is granted by Show Management. The Clarion Hotel and Conference Center personnel shall remove all exhibits remaining in the facility at this time and the exhibiting company shall be responsible for all labor/storage costs. Show Management shall not be responsible for any damage or loss as a result of removal by Clarion Hotel personnel.



## 5. PAYMENT

Checks should be made payable to the Louisville Metro Department of Neighborhoods. Credit card payments are also accepted (Visa and MasterCard). Refunds will be given on a sliding basis. 50% will be refunded 7 days before show date. No refunds 1 – 6 days before show.

## 6. SUBLEASES/SHARING SPACE

No subleasing or sharing of exhibit area is allowed without permission of Show Management. All signage, products provided, literature distributed or other activities must be directly related to the company signing the space contract. Show Management reserves the right to demand that all non-related materials be removed.

## 7. CHARACTER OF EXHIBITS

Show Management reserves the right to approve the character of all displays and to prohibit or close, without liability, any display or activity which detracts from the general character of the show, interferes with a neighboring exhibitor or is otherwise not in the best interest of the show. Exhibitors are prohibited from distributing literature or otherwise promoting their product or service outside the confines of their exhibit booth including the aisles or general lobby areas. **Helium balloons are prohibited.** Exhibitor waives any recourse for damages against Show Management, The Convention Connection, or any show sponsor in the event this agreement is revoked or canceled by Show Management for violation of any provision hereto.

## 8. SHOW MANAGEMENT

In case of acts of God or conditions and factors that would cause canceling the show, The Convention Connection and The City of Louisville shall not be held responsible and no refunds of exhibit space payments will be made. Show Management reserves the right to relocate or reassign an exhibitor when circumstances warrant so long as relocation/reassignment is in the best interest of the show. Show Management reserves the right to change the floor plan without notifying exhibitor unless change involves the movement of an exhibitor's space more than 21 feet in any direction.

## 9. SIGNS

Signs or banners may be hung from the ceiling for bulk exhibits, but exhibitors may NOT hang their own signs due to Fire Marshal regulations. Show decorator or the Clarion Hotel personnel will hang signs at the exhibitor's expense. Exhibitors may NOT hang signs or other items on back drape of booth unless written show decorator grants permission. Maximum height allowable for signs/decorations for in-line booths is 8' unless written permission is obtained from Show Management.

## 10. FIRE REGULATIONS

Exhibitors are responsible for complying with all fire codes, regulations and ordinances as detailed by the Kentucky State Fire Marshal. Copies of basic regulations are available from Show Management. All Fire Marshal decisions shall be final and binding.

## 11. NOISE/USE OF SOUND

In-booth voice amplification systems may not be used unless Show Management gives prior written approval. While the operation of the displayed products is encouraged, such operation must be accomplished without creating a sound factor, which could be objectionable to neighboring booths. Show Management reserves the right to cancel any space contract or prohibit any activity, without

penalty, in the event that such noise becomes disruptive to the show. Exhibitor agrees to comply with any directive or request made by Show Management in this regard.

#### **12. PAGING**

The facility public address system is reserved for emergencies and Show Management use only.

#### **13. BEVERAGES AND FOODS**

The sale of food or beverages by exhibitors within the exhibit hall is prohibited unless special permission is received from Show Management. Distribution of samples and products is permissible with prior approval from Show Management. Popcorn machines must be rented from facility.

#### **14. SMOKING**

Smoking shall be prohibited in the exhibit hall and all other areas not designated as smoking areas by Show Management.

#### **15. EXHIBITOR PARKING**

Parking can be found at many of the lots surrounding the Clarion Hotel and Conference Center. Show Management cannot validate parking.

#### **16. INSURANCE AND INDEMNITY**

All exhibitors are required to have general liability insurance and shall, upon request from Show Management, provide proof of said insurance. Insurance shall name The Convention Connection and its officers, agents and employees as additional insured. Exhibitor hereby agrees to assume, defend at all times, indemnify, protect, save and hold harmless Show Management, Show Sponsors, The Convention Connection, and all their members, agents, and employees against all claims resulting from the use of the exhibit space, including without limitation the claim of any employee or agent of the exhibitor, the claims of anyone attending the exhibit, the claims made as result of any purchase and the claims of any other person for damages to property or for bodily injury, sickness, mental anguish, or death. Show Management, The Convention Connection, and all their members, agents, servants, employees and show sponsors shall not be liable for any loss, damage, theft or injury to the property of the exhibitor which is sustained and used by the exhibitor in space provided by Show Management.

